

## TAX\$AVE 2005 OPEN ENROLLMENT MILESTONES

DATE – (2004)	EVENT
August 27	Heads Up paycheck message to employees paid through the State’s Centralized Payroll Unit announcing upcoming Tax\$ave 2005 and SHBP Open Enrollments to start October 1, 2004.
September 3	<p>Delivery of payroll inserts to State Centralized Payroll Unit — Tax\$ave 2005 newsletter, POP flier, and FSA pamphlets.</p> <p>Colleges, universities, authorities and commissions should provide Horizon Healthcare with a list of employees who were eligible for Tax\$ave as of 9/1/04 to enable telephone and Internet enrollment availability.</p>
September 10	<p>Tax\$ave 2005 Open Enrollment announcement materials distributed to employees paid through the State Centralized Payroll Unit. Payroll inserts to be distributed with paychecks include Tax\$ave 2005 newsletter, POP, and FSA pamphlets.</p> <p>Second paycheck message to employees paid through the State’s Centralized Payroll Unit announcing upcoming Tax\$ave 2005 and SHBP Open Enrollments to start October 1, 2004.</p> <p>Horizon Healthcare and the Division of Pensions and Benefits will begin bulk shipment of Tax\$ave Open Enrollment materials to State Monthly employers (State universities, colleges, authorities and commissions).</p> <p>Horizon Healthcare direct mailing to current FSA enrollees reminding them they must reenroll to continue FSA participation in tax year 2005.</p>
September 24	<p>Third paycheck message announcing the start of the Tax\$ave 2005 and SHBP Open Enrollments on October 1.</p> <p>State Monthly employers (State universities, colleges, authorities and commissions) should distribute the Tax\$ave materials to their employees.</p>
October 1 through November 1	Tax\$ave 2005 Open Enrollment period.
October 8	Fourth paycheck “reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
October 22	Fifth paycheck “last chance reminder” message. (State universities, colleges, authorities and commissions should consider providing similar reminders.)
November 1	<p>FSA Election Form postmark date for enrollment in UMSA and/or DCSA.</p> <p>Last day to enroll by telephone or Internet (through Horizon Healthcare’s automated voice response unit or Web site).</p>
November 5	Final follow-up Commuter Tax\$ave paycheck message to employees paid through the State’s Centralized Payroll Unit.
November 12	POP Declination Forms due at Centralized Payroll. (State universities, colleges, authorities and commissions establish their own date.)
January 1, 2005	2005 Plan Year starts.
January 14, 2005	First deductions for the 2005 Plan Year for employees paid through Centralized Payroll. (State universities, colleges, authorities and commissions should begin deductions with their first pay period in 2005.)